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C-O-N-F-I-D-E-N-T-I-A-L

25 September 1957

MEMORANDUM FOR: Chief, Document Division, CR

SUBJECT: Office Publications to be Added to the CIA Library Collections

1. As a result of a suggestion submitted to the Suggestion Awards Committee, the CIA Library has been requested to establish a file of internally produced publications described variously as procedure manuals, guides to research, handbooks, etc. Examples of these are:

a. General Listing of Sources and Services (Guide to Research 55-2A)

Prepared in the Scientific Analysis Division/OSI
21 February 1955, 22 p., [redacted]

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b. [redacted]

2. It has been observed through the years that many - if not most - of these internally produced and used publications do not reach the wider audience within the Agency which, by their nature, they deserve to have. Not only is useful information being withheld thereby, but equally useful techniques and approaches fail to be advertised and put to work elsewhere.

3. To ensure that all offices make maximum use of this type of material, the CIA Library wishes to make a central collection of these publications and make them available to interested, appropriately accredited users.

4. It is requested that your office send three copies each of existing and future internally prepared, non-regulatory publications to the Selection Officer, CIA Library, [redacted] Your cooperation 25X1 in adding to the Library collections is greatly appreciated.

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